

CHAPTER 141. CONDUCT INITIAL CERTIFICATION OR RENEWAL OF A FEDERAL AVIATION REGULATIONS PART 141 PILOT SCHOOL

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1240

3. OBJECTIVE. The objective of this task is to determine whether an applicant for a Federal Aviation Regulations (FAR) Part 141 air agency certificate meets the rules concerning the operation of a provisional pilot school or a pilot school. Successful completion of this task results in either the issuance, renewal, or denial of an air agency certificate. These procedures are followed for the issuance of a provisional pilot school certificate, for added ratings (amendments), and for certificate renewal.

5. GENERAL. Before beginning any certification process, inspectors should review volume 1, chapter 3, The General Process for Approval or Acceptance, and chapter 4, Certifying Organizations. Definitions of the terms used in this chapter are contained in chapter 140 of this handbook.

7. PREAPPLICATION PHASE. For an initial certification, the following items should be discussed with an applicant during an initial inquiry about a FAR Part 141 certificate. These items may also be reviewed during renewal or during amendment, as necessary.

A. Pilot School Ratings. The ratings that follow can be issued with each provisional pilot school or pilot school certificate. The ratings specify the courses that a school is authorized to conduct. (FAR § 141.11)

(1) The certification courses consist of the following:

(a) Private Pilot, Commercial Pilot Ratings: The approval of one or more courses of training, other than a test course, that results in the original issuance of a private pilot or commercial pilot certificate, entitles the school to have a private pilot and/or commercial pilot rating, as appropriate, placed on its school certificate.

(b) The approval of one or all of the following certification courses entitles the school to a private pilot rating on the school certificate.

(i) Private pilot, airplane.

(ii) Private pilot, rotorcraft.

(iii) Private pilot, glider.

(iv) Private pilot, lighter-than-air free balloon.

(2) The approval of one or more pilot test courses that result in the original issuance of a private and/or commercial pilot certificate entitles the school to have a private and/or commercial test course rating placed on the school certificate. Test courses are not authorized for courses resulting in other than the original issuance of pilot certificates. Some examples of test courses are:

(a) Private Test Course, airplane single-engine land (Appendix B of FAR Part 141).

(b) Private Test Course, rotorcraft - helicopter.

(c) Commercial Test Course, glider.

(3) The approval of one or more courses of training resulting in the original issuance of an instrument rating entitles a school to have an instrument rating placed on the pilot school's certificate. Courses of training are approved for the following original issuance of instrument ratings:

(a) Instrument - airplane.

(b) Instrument - helicopter.

(4) The approval of one or more courses of training designed to place an additional category, class, or type rating on an existing school certificate (Appendix F, paragraph F of FAR Part 141) entitles the school to have an additional aircraft rating placed on its certificate. Some examples of additional aircraft ratings are as follows:

(a) The addition of a rotorcraft category rating and a helicopter class rating to an existing airplane category rating pilot certificate.

(b) The addition of a class rating only to an existing pilot certificate (e.g., single-engine sea to a single-engine land).

(c) The addition of a type rating to a pilot certificate (e.g., Cessna Citation-CE-500).

(5) The approval of one or more ground school courses under the provisions of FAR Part 141, Appendix G entitles the school to have a pilot ground school course placed on its school certificate. Ground school courses other than those provided for under Appendix G may be approved under FAR § 141.57, Special Curricula, (for example an aerobatic course, a specific use aircraft course or an agricultural pilot course).

(6) The approval of one or more courses of training resulting in the original issuance of a flight instructor certificate entitles the school to have a flight instructor certification course placed on its school certificate. Some examples of flight instructor courses are:

(a) Flight Instructor, airplane single-engine (original issuance flight instructor certificate).

(b) Flight Instructor, rotorcraft helicopter (original issuance flight instructor certificate).

(c) Flight Instructor, glider (original issuance flight instructor certificate).

(7) The approval of one or more courses of training resulting in the issuance of an additional category and/or class or instrument rating to an existing flight instructor certificate entitles the school to have an additional flight instructor rating placed on its school certificate. Some examples of additional flight instructor courses are:

(a) Flight Instructor, airplane multiengine (additional rating).

(b) Flight Instructor, airplane single-engine (additional rating).

(c) Flight Instructor, instrument helicopter (additional rating).

(8) The approval of one or more courses of training resulting in the issuance of an additional instrument rating to a pilot certificate entitles a school to have an additional instrument rating placed on its pilot school certificate.

(9) The approval of one or more courses of training resulting in the issuance of an airline transport pilot certificate entitles the school to have an airline transport pilot test course placed on the pilot school certificate.

(10) The approval of one or more courses of training resulting in the upgrading of pilot standards entitles the school to a pilot refresher course rating. An example is an instrument rating refresher course.

(11) The approval of one or more courses of training in agricultural aircraft operations entitles the school to have an agricultural aircraft operations course on the school certificate.

(12) The approval of a course of training in rotorcraft external-load operations entitles the school to have a rotorcraft external-load operations course placed on the school certificate.

B. Denied Ratings. An applicant may reapply at any time for a Air Agency Certificate or rating in the same manner as prescribed for initial application. At the inspector's discretion, reinspection of previously approved areas may not be necessary. However if more than 120 days have elapsed a complete inspection should be accomplished before issuance of the certificate.

C. Certification Team Assignment. As described in the procedures in volume 1, chapter 4 of this handbook, the Flight Standards District Office (FSDO) manager assigns the applicant a certification team. The manager also designates one member of the team as the certification project manager (CPM).

9. FORMAL APPLICATION PHASE.

A. The Formal Application Meeting. If the certification team decides to have a formal application meeting, all members of the team should be present.

B. Meeting Topics. The meeting should include, but not be limited to, the following:

(1) A review of the application.

(2) A review of the schedule of events, if applicable.

(3) A review of training course outlines (TCO) and curricula.

(4) A review of personnel, aircraft, and facility requirements.

C. Application Denial. Denial of an application must be substantiated with documentation of the reasons for denial.

11. DOCUMENT COMPLIANCE PHASE.

A. Training Course Outlines. TCO's must be submitted in duplicate. However, during initial approval of the TCO, the inspector may request only one copy for review. Once the TCO has met all the requirements, the applicant submits the required two copies.

B. Commercially Produced Syllabi. Commercially produced syllabi should be submitted a minimum of 30 days before the expected training begins. See FAR 141.53 and 141.55.

C. Special Curricula. A pilot school or provisional pilot school may apply for approval to conduct a special course of pilot training that is not described in the FAR Part 141 appendices. Such special curricula must contain features that can be expected to achieve a level of pilot competency equivalent in scope and depth to that achieved by the curricula prescribed in the Appendices of FAR Part 141.

(1) An original and one copy of a proposed special curriculum must be submitted along with a cover letter requesting FAA approval at least 60 days before the training is scheduled to begin. Approval or denial should be accomplished within 30 days, allowing the school sufficient time to develop a TCO based on the special curriculum.

(2) When a special curriculum is approved, each page of the original and office copies should be dated and signed by the principal operations inspector (POI). The original copy of the special curriculum should be returned to the school.

(3) When a special curriculum is disapproved, the original and copy submitted to the FAA should be returned to the applicant along with a letter clearly explaining why the materials were disapproved (figure 141-1). A copy of the letter is retained in the school's file at the FSDO. If major changes to a special curriculum or TCO are necessary, the letter to the school should clearly state that additional time will be needed for review when resubmitted.

D. Appendices of FAR Part 141.

(1) Appendix D of FAR Part 141 prescribes the requirements for a commercial pilot certification course leading to an airplane category rating. This commercial pilot certification course curriculum consists of ground training for a private pilot course (refer to Appendix D, paragraph 2(a)), the ground training for an instrument rating (refer to paragraph 2(b)), and the ground training prescribed for a commercial pilot course (refer to paragraph 2(c)). In addition, Appendix D consists of flight instruction for a private pilot course (refer to paragraph 3(b)(1)), the flight instruction for an instrument rating course (refer to paragraph 3(b)(2)), as well as other flight instruction prescribed for obtaining a commercial pilot certificate. Upon successful completion of the commercial pilot certification course, the student is entitled to apply for a commercial pilot certificate under provisions of FAR § 61.71(a). The graduation certificate issued the student is proof of this entitlement.

(a) Unless the student holds an instrument rating upon successful completion of the FAA practical test the student is issued a commercial pilot certificate with the cross-country and night flight limitations prescribed in FAR § 61.129. However, if the school elects to include all the training specified in the instrument rating course (Appendix C) in its commercial pilot certification course, and states this in the TCO, the student may be issued a graduation certificate for the instrument rating course and may apply for an instrument rating after passing the flight test for the commercial certificate or meeting the experience requirements of FAR § 61.65(e). The student may elect to take both commercial flight and instrument flight tests on the same day and may be issued a commercial pilot certificate with an instrument rating after successful completion of both tests. In any case, the airman may then have cross-country and night flying limitations removed from the commercial pilot certificate after successful completion of the instrument rating flight test.

(b) Appendix D, paragraph 3(a) of FAR Part 141 states that the course must consist of at least 190 hours of the flight training and instruction prescribed in subparagraphs 3(b)(1) through 3(b)(4) of Appendix D. Appendix D, paragraph 3(c) of FAR Part 141 states that 100 of these hours must be solo practice. Flight time as pilot-in-command (PIC) of an airplane carrying only those persons the school assigns to specific flightcrew duties on the flight may be credited for not more than 50 hours of the requirement. It is intended that the PIC time be used to allow other students the privilege of observing during training flights. It is not intended that persons accompany the student for any other purpose. The school may assign a qualified pilot to the flight for insurance purposes to accompany a student who is acquiring PIC time in the complex airplane required by Appendix D, paragraph 3(c).

(2) A training syllabus submitted for approval for aircraft rating courses listed in Appendix F, paragraph F of FAR Part 141 will meet the scope of Appendix A through D if it includes the appropriate stage and final tests (knowledge and practical) and provides ground and flight training covering the knowledge and skill items required by FAR Part 61. (See section 2 of this chapter.) Should an applicant request approval of a course for which FAR Part 61 does not establish minimum training/flight time prerequisites, the reviewing official should ensure the course contains features that can be expected to achieve a level of pilot competency equivalent to that achieved by a similar curriculum contained in the appendices of FAR Part 141 or as outlined in FAR Part 61, whichever is appropriate. For example, there

is no minimum training/flight time established for a commercial pilot with an airplane category single-engine land rating who wishes to add a multiengine land rating to the commercial certificate.

E. FAR Part 61 Amendments. If ground or flight time requirements are amended in FAR Part 61, at the time of renewal of the 141 certificate, affected TCO's or special curricula must be amended to meet these new time requirements.

13. DEMONSTRATION AND INSPECTION PHASE.

A. Facilities and Training Aids. A pilot school is required to have certain facilities in order to obtain and maintain an air agency certificate. Included in these facilities are the business office and main base of operations, pilot briefing areas, ground training facilities, use of airports, and satellite bases.

(1) Continuous use of facilities may be shown by the applicant having ownership of the required facilities or by having a written agreement with the facility owners. A written agreement must state that the applicant has the required continuous use of the necessary facilities for at least 6 months from the date of the application for the initial certification or renewal of a school certificate.

(2) Each pilot school or provisional pilot school is required to maintain a principal business office with a mailing address the same as that on the school certificate. The purpose of a principal business office is to provide a specific location for the required school files and records, and a location where the operation of school business may be conducted. This requirement should not be construed to mean that all school functions, such as scheduling flights, training functions, etc., must be conducted at the principal business office.

(a) While FAR Part 141 does not require that a business office be a room with four walls and a door, the regulation does prohibit the sharing of a single business office by more than one pilot school. Therefore, the business office should be conspicuously isolated by walls or partitions to ensure separation from another pilot school's activity.

(b) The business office should be situated so the required school files and student training records are kept up-to-date and available to students and instructors alike. This serves the purpose of providing on-the-spot information regarding training progress and other business interests.

(c) If the pilot school should choose to change the location of its business office or base of operations, the school is required to notify the jurisdictional FSDO in writing of the planned move at least 30 days prior to the change. Such written notice should be accompanied by a new application, FAA Form 8420-8, Application for Pilot School Certificate, showing the change of address or the change in the base of operations as appropriate. In any case, the notice of a change of operating base must be accompanied by necessary amendments to approved TCO's.

(d) Primary Category Aircraft (PCA) are eligible for use for flight instruction.

(3) A school is required to have continuous use of a pilot briefing area at each airport where training flights originate. This does not include airports used as destinations for cross-country flight training. The briefing area must meet the requirements of FAR § 141.43. Other pilots, not participating in the school's training programs, can use the briefing facilities provided that orderly school functions are maintained. However, no other pilot school may use the area during the period it is to be used by the applicant. Briefing areas are subject to FSDO approval under the provisions of FAR § 141.55(a)(4).

(a) To meet the requirements of FAR § 141.43, the equipment should include a chalkboard and tables of adequate size to lay out aeronautical charts.

(b) If a school offers instrument or commercial pilot courses, it needs to have access to a Flight Service Station (FSS). A telephone in the briefing room is acceptable.

(c) The area should be located near enough to the airport where training flights originate to preclude a disruption of schedules because of excessive travel time and a lack of communications between the flight line, business office, and briefing area.

(4) The FAA recognizes that pilot training methods differ from other kinds of training. Pilot schools enroll students with widely varying backgrounds, goals, and varying degrees of motivations and aviation experience. For this reason, it is understandable that it is not always possible to schedule large classes for ground training at one time. Individual instruction is often necessary for maximum benefit to a particular student. Therefore, it is anticipated that FAA-approved schools will use classrooms, small isolated rooms, training booths, or other areas with an instructor or a training aid, as appropriate. Each ground training area is required to be heated, lighted, and ventilated to meet the applicable building code requirements for the area concerned. All ground instructional facilities are subject to approval by the jurisdictional FSDO under FAR § 141.55(a).

(5) A certificate holder may use training aids to improve communication between instructors and students.

(a) Training aids are instructional aids defined by the National Education Association as “devices that assist an instructor in the teaching and learning processes by presenting, supporting, or supplementing material, usually intermittently. They are not self supporting.” The key factor is that such aids support, supplement, or reinforce.

(b) Identified in each course outline, training aids should be easily understood, readily visible, and compatible with the learning outcomes expected in the completion standards for the lesson. They must be accurate and appropriate to the course. The effectiveness of aids is judged by their organization, sequencing, pattern of logic, and their overall effectiveness when used in support of obtaining the objectives and standards prescribed by the training syllabus.

(c) Recent years have seen an abundance of excellent new material and techniques in training aids. The aids present many advantages for the school. Each school must keep in mind the teaching goals to be achieved, including the continuous monitoring of student progress necessary to develop effectively the knowledge of each student according to the training syllabus. Aids do not replace the instructor. It is not expected that students be sent off alone to learn from a training aid.

(d) Notwithstanding the complexity or design of a training aid, the chief instructor or an authorized, qualified representative must determine through personal review or testing that the standards for each lesson have been attained through use of the training aid. The purpose of this personal review or testing is to ensure that students meet the completion standards and understand missed questions, if a knowledge test is given. Only through such evaluation can the instructor make a sound determination that the student should progress to the next lesson or that the student requires review of subjects or procedures previously covered. All this, of course, helps in determining the effectiveness of the training aid.

(6) An applicant for a pilot school or provisional pilot school certificate must show that it has the continuous use of each airport where training flights originate (airports where flights are dispatched or initiated). Airports used by the applicant must meet the requirements of FAR § 141.37. These requirements include:

(a) Each airport must have a wind indicator that is visible from the ends of each runway at ground

level. However, a current policy interpretation states that if an airport’s wind indicator cannot be seen from each runway end at ground level but the aircraft has a radio, and the airport has a UNICOM, an operating control tower, an FSS, or another air traffic facility that can provide wind information of an advisory nature, the airport is acceptable for use by an approved pilot school.

(b) Landing area outline lights, water area boundary lights, or temporary lighting such as flare pots or deployed portable electric runway lighting systems do not meet the requirements of FAR § 141.37(e).

(c) A wind “T,” tetrahedron, or similar device, is a “landing direction indicator” that is manually set and not a “wind direction indicator” that moves with the wind (FAR § 141.37(c)).

(d) When required, the traffic direction indicator (refer to FAR § 141.37(d)) must show the direction of traffic patterns for all runways regardless of landing or takeoff direction.

NOTE: When referring to pilot schools approved for lighter-than-air free balloon, the term “airport” should be taken to mean launch site. An important training element in free balloon training is proper site selection. Prior to the launch of a free balloon, the site must be approved by an instructor authorized by the school. The specific equipment requirements of FAR § 141.37, i.e., runway lights, traffic direction indicators, and wind direction indicators are inappropriate for lighter-than-air, free balloon operations. Wind direction may be determined by means of a pilot balloon “PI ball.” The area downwind from the launch site should be free of obstructions for 100 feet for each knot of wind; e.g., 4 knots of wind requires a 400 foot area free of obstruction downwind. Landing site selection will be determined by the PIC.

B. Satellite Bases. A school may conduct ground or flight training in an approved course of training at one or more satellite bases. An Assistant Chief Flight Instructor must be designated for each satellite base, and the airport, facilities, and personnel used at the satellite base must meet the requirements of FAR Part 141, including approval of the satellite base and its facilities in the approved TCO’s for courses given at those bases.

(1) If a valid reason exists, training may be conducted for periods up to 7 days at a satellite base without approval of the jurisdictional FSDO. For example, runways may be closed at the main operations base for maintenance, or other activities may

be underway on the airport. The jurisdictional FSDO must be notified in writing if training is conducted at a satellite base for more than 7 consecutive days.

(2) When the jurisdictional FSDO is notified that a school will conduct training at an unapproved satellite base for more than 7 consecutive days, an operations inspector should determine if the operations are of a temporary nature or if they will involve extended use of the unapproved base. If, in the opinion of the operations inspector, temporary use of the unapproved base will not derogate safety or the quality of training, temporary operations at that base may be authorized for a period of time not to exceed 30 days.

(3) If operations at the unapproved satellite base will exceed a period of 30 days, the school should apply to the jurisdictional FSDO for the approval of a satellite base on FAA Form 8420-8. Along with the application, two copies of the appropriate amendments for each approved training course to be given at the satellite base must be submitted.

(4) Each satellite base that approval is requested for is inspected to ensure that each meets the requirements of FAR Part 141 and that training as described in each approved course of training can be effectively accomplished. See volume 2, chapter 144 of this handbook.

(5) If a satellite base is located in an area under the jurisdiction of another FSDO within the same region, the FSDO's involved shall coordinate directly with each other.

(6) If the applicant intends to conduct training at a satellite base located in another FAA region, the FSDO where the applicant's principal business office and main operating base is located is responsible for inspection and approval of the satellite base.

(a) The jurisdictional FSDO should request assistance through the regional office to make arrangements through the region where the satellite base will be located in certificating and providing surveillance of operations at the satellite base. In some FSDO's the geographic unit may be responsible for surveillance and inspection.

(b) If a region determines that it cannot provide such assistance because of inspector workload or other reasons, the region should make arrangements to allow the certificate holding district office (CHDO) to cross regional boundaries and conduct the necessary inspections and surveillance.

(c) When another region agrees to provide assistance in inspecting and surveying a satellite base, a copy of the school certificate and a list of approved courses, including a copy of each inspection report

or any other action, shall be furnished to the CHDO through regional channels.

(d) Coordination between all FSDO's where the school maintains a satellite base shall be accomplished before issuance of the air agency certificate.

(7) Approval of the satellite base is accomplished by the inspector completing FAA § Form 8420-8 as shown in figure 141-2. One copy of the form may be returned to the applicant, and one copy is placed in the school files at the FSDO. Amendments to each course of training to be given at the satellite base are approved individually as appropriate.

(8) When an application is disapproved, the applicant should be notified in writing (figure 141-3). This notification should include all reasons why the application was disapproved.

(9) When an operator plans to conduct training at a location other than the main base of operations for more than 7 consecutive days, the CHDO must notify the FSDO having jurisdiction over the area where training will be given. The new training location is not considered a separate school operating under the main base operating certificate number designation; a separate operating certificate is not issued. CHDO's should coordinate efforts to ensure that standardized certification of applicants within their FSDO area occurs and that the necessary work program functions are accomplished.

C. Aircraft and Ground Trainers. As specified in FAR § 141.39, each aircraft used by a school for pilot training is required to be a civil aircraft of U.S. registry. Training aircraft must be certificated in the standard airworthiness category except that aircraft used for a course of training in agricultural aircraft operations, external-load operations, and similar aerial work operations; e.g., banner towing, sky writing, etc., may be certificated in the restricted category. When a ground trainer is used in an approved training course, the full extent of that use should be clearly stated in the training syllabus and the learning outcomes should be well defined. This is necessary to provide the instructor with proper guidance, and give the FAA a baseline from which to judge the adequacy of the trainer to be used. No other special airworthiness certificate is acceptable.

(1) Each aircraft used by a school for flight training must be inspected and maintained in accordance with FAR § 91.409(b) (which applies to aircraft used to give flight instruction for hire), 91.409(c)(2), or 91.409(d) or (e).

(a) This requires aircraft used in an approved course of training to have 100-hour and annual inspection

tions or to be maintained following a procedure prescribed under FAR § 91.409(c)(2).

(b) It should be clearly understood that these inspection requirements include aircraft used for dual instruction, solo, and PIC flights.

(c) Aircraft to be used by pilot schools will be inspected by an airworthiness inspector.

(2) When a student enrolled in an approved school provides an aircraft for personal use in an approved course, that aircraft must meet the requirements of the training aircraft described in the appropriate TCO. In addition, that aircraft must meet the same inspection requirements as aircraft operated by the approved school.

(3) Aircraft used for instrument training should be equipped as follows to meet the requirements of FAR Part 141:

(a) If the approved training syllabus requires flights under instrument flight rules (IFR), the aircraft used must be one in which instrument flight is authorized by its operating limitations and by its equipment.

(b) If the approved training syllabus requires only simulated IFR operations, the aircraft must be equipped and maintained for IFR operations. However, IFR operations need not be authorized by its operating limitations.

(c) An aircraft not completely equipped for IFR operations may be used for instruction in the control and maneuvering of an aircraft by reference to instruments if it is approved in the TCO. For example, an airplane need only be equipped with appropriate flight instruments needed for the basic instrument portion of a course.

(4) The commercial pilot certification course (airplane) and the commercial pilot test course (airplane), set forth in Appendices D and E of FAR Part 141, require flight instruction in an airplane with retractable gear, flaps, a controllable propeller, and powered by at least a 180 horsepower engine.

(a) Single or multiengine airplanes may be used to fulfill this requirement. Use of an appropriately equipped multiengine airplane to meet the complex airplane requirements for a commercial single-engine airplane certificate does not necessarily result in the issuance of a multiengine rating.

(b) If a school applies for a commercial pilot certification or test course (airplanes) with a seaplane-class rating (using seaplanes for the entire course), a special curriculum should be submitted under FAR § 141.57 that includes the general requirements of Appendix D, Commercial Pilot Certification Course.

The complex airplane used in such a course must have flaps, a controllable propeller, and floats. The use of an amphibian airplane in a commercial pilot certification or test course could qualify a student for both a land and sea-class rating, provided the TCO was so approved.

(5) A variety of airplanes are used in pilot training. Some are uncomplicated while others are more complex, and their checklists vary accordingly. The requirements for a checklist defined in the terms of “pretakeoff” and “prelanding” in FAR § 141.75(a) are broad and allow less complicated aircraft to be equipped with relatively simple checklists. However, as explained in the preamble to FAR Part 141, it is expected (because of good operating practices) that schools shall expand checklists for aircraft that are more complex.

(6) Under FAR § 141.75, when a pilot’s operating handbook or aircraft flight manual is provided by the manufacturer, it must be carried aboard the aircraft. (A school may elect to issue copies of aircraft checklists and handbooks to students.) The primary purpose of carrying the handbook aboard the aircraft is to provide the pilot with information such as performance data, servicing instructions, and weight and balance information. Some handbooks contain checklists which may be useful in developing a standard checklist. They should be available to the pilot during emergency procedures training or an actual emergency, particularly when there is only one pilot aboard the aircraft.

(7) The full extent a ground trainer is used in an approved training course should be clearly stated in the training syllabus. The objectives to be achieved in using the trainer should be well defined.

(a) FAR § 141.41(a) prescribes the requirements that may be used to obtain the maximum flight training credit allowed for ground trainers in an approved pilot training course.

(b) FAR § 141.41(b) provides for the use of training aids that do not meet the more complex requirements of FAR § 141.41(a). A large number of training aids currently being used by pilot schools do not meet all of the requirements proposed in FAR § 141.41(a). In recognition of the fact that these trainers can be used to provide effective instruction in certain operations, provisions for their use have been made. Once again, however, it is imperative that the training syllabus clearly defines their use.

(c) Because of limitations, full credit against flight time is not allowed for instruction in ground trainers not meeting all of the requirements proposed in FAR § 141.41(a). The provisions in Appendices

A, C, D, E, and F of FAR Part 141 allow credit for instruction in ground trainers for not more than 50 percent of the credit against the time allowed in a ground trainer meeting all the requirements of FAR § 141.41(a).

(d) Discretion must be used when approving a training syllabus that substitutes ground trainer instruction for the flight time required in a complex airplane. Any use of a ground trainer in lieu of flight time in a complex airplane must be justified with clearly stated objectives in the training syllabus that are applicable to the skills expected to be learned in a complex airplane. Approval of the TCO must be based on the ability of the ground trainer to provide effective training for a complex airplane.

(e) Guidance from the National Simulator Team in Atlanta, GA, (404) 763-7773, may be needed to approve a school's simulators.

D. Flight Instructor Responsibilities. FAR § Part 141 requires all flight instructors employed by a school to be qualified to teach each course of training they are assigned. Certain knowledge and proficiency tests, to be accomplished before being assigned to an approved course of training, are also prescribed.

(1) The instructor must satisfactorily accomplish a flight check for each course of training taught.

(a) This flight check is given to the instructor by the designated chief flight instructor.

(b) The instructor must accomplish a flight check every 12 months thereafter for each course of training the instructor participates in.

(c) A record of these flight checks must be maintained by the pilot school in order to show compliance with FAR § 141.79(d).

(2) The instructor must satisfactorily accomplish a one-time practical test in each type of aircraft (e.g., Cessna 150, Cessna 172) before giving any flight instruction in the particular aircraft.

(3) The chief instructor of a course or the assistant instructor must brief all instructors teaching that course on the objectives and standards of the course.

(a) A record verifying this briefing must be maintained by the pilot school in order to show compliance with FAR § 141.79(e) and FAR § 141.81(c).

(b) At any time, an inspector may ask an instructor to explain the objectives and standards of an approved course.

(4) The instructor must maintain records of instructor briefings and instructor practical tests in

either a logbook or in the permanent school records at the home base of operations.

(5) An additional responsibility placed upon flight instructors and students alike, is the requirement that no student pilot may be authorized to start a solo practice flight from an airport until the flight has been approved by an authorized flight instructor who is present at the airport. Solo cross-country flights, when properly dispatched from the originating airport, are considered to have approval for the entire flight. (FAR § 141.79(b))

(a) If the student is delayed en route because of unexpected weather or mechanical problems, or because the student intended to remain overnight, the school should arrange for another instructor based at the point of delay to dispatch the flight, or have a school instructor dispatch the flight by telephone.

(b) Cross-country flights should be made to specific airports that the school determines are suitable. The operator may wish to provide students with a list of these suitable airports or include the list in the appropriate TCO.

E. Other School Personnel. FAR § 141.33 states that an applicant for a pilot school or provisional pilot school certificate must show that there are adequate personnel and authorized instructors, including a chief instructor, for each course of training. All instructors (flight or ground) must be qualified and competent to perform the duties they have been assigned.

(1) In addition, each dispatcher, aircraft handler, line crewman, and serviceman to be used must have been instructed in the procedures and responsibilities of employment. The inspector should recommend that the pilot school keep a record of this instruction in the employee's personnel file.

(2) A pilot school may elect to use verbal instructions, manuals, or any other means to ensure that dispatchers, aircraft handlers, line crewmen, and servicemen are knowledgeable and capable of performing their assigned duties. A school needs to provide only the employees necessary to conduct training adequately.

15. CERTIFICATION PHASE.

A. Ratings. FAA Form 8000-4, Air Agency Certificate, must list the various ratings a school qualifies for under FAR § 141.11. These ratings do not specifically address each approved course of training that a school may be authorized to give. Under the broad listing of ratings in FAR § 141.11, a school could be authorized to conduct nearly a hundred different courses.

B. Approved Courses. The certification team issues a list on approved courses of training, identifying each authorized course by its title, with the air agency certificate.

(1) The list is typed on FAA stationery, in a format similar to that shown in figure 141-4, and signed by the FSDO manager. The original is given to the school and a copy placed in the FSDO file.

(2) If a list of approved courses is amended, the original is returned to the jurisdictional FSDO. The list remains in effect until it is amended or the school certificate is expired, surrendered, suspended, or revoked.

17. SCHOOL ENROLLMENT AND GRADUATION.

A. Enrollment. When a certificate holder enrolls or re-enrolls a student in an approved course of training, FAR § 141.93 requires the student be furnished the following information and materials:

(1) A certificate of enrollment containing the name of the course the student is enrolled in and the date of enrollment.

(2) A copy of the training syllabus required under FAR § 141.55(b).

(3) A copy of the safety procedures and practices developed by the school such as procedures for the use of training aids, off-limit areas, handling of aircraft, parking instructions, and other safety instructions deemed necessary by the school. These safety procedures must include the following:

(a) The weather minimums required for dispatching dual and solo flights. For example, minimum ceiling visibility and wind velocities for local flights and specific weather minimums for cross-country flights.

(b) The procedures for starting and taxiing aircraft on the ramp.

(c) The precautions and procedures for aircraft fire.

(d) The redispach procedures after unplanned landings on and off airports. This should include emergency security of the aircraft and a list of telephone numbers of persons to contact.

(e) The procedures for listing aircraft discrepancies and how corrective action is taken, including the importance of not using an aircraft with a listed discrepancy until a properly qualified person determines its airworthiness.

(f) The securing of aircraft when not in use.

(g) The fuel reserves necessary for local and cross-country flights.

(h) The avoidance of other aircraft in flight and on the ground.

(i) The minimum altitude limitations certain minimum altitudes may be specified for teaching and practicing stalls or other maneuvers.

(j) The instructions concerning simulated forced landings. Instructions should be clear on simulated emergency landings with respect to engine cooling down during prolonged glides, engine response with rapid throttle application, and a specific minimum altitude for terminating simulated emergency landings and other instructions deemed necessary by the school.

(k) The assigned practice areas, including descriptions and diagrams of the areas and special instructions with respect to how to operate in them, how to get to them, and minimum altitudes en route.

(l) Any instructions or guidance that the school believes necessary to provide the highest standards of safety and operational control expected of an FAA-approved school.

(4) The school is required by FAR Part 141 to forward a copy of each enrollment certificate to the jurisdictional FSDO within 5 days. These enrollment certificates must be mailed promptly since some approved training courses are of a very short duration and provide a minimum amount of time to conduct surveillance of the training.

B. Credit for Previous Training. As specified in FAR § 141.77(b), when a student transfers from one FAA-approved school to another approved school, course credits obtained in the previous course of training may be credited in all or part by the receiving school. However, the receiving school may determine the amount of credits to be allowed by flight check or written test or both. Credit for ground school only instruction may be determined by an oral examination.

(1) A student may not be credited with more training by the receiving school than was credited at the school the student transferred from.

(2) A student who enrolls in a course of training may receive credit for 50 percent of the curriculum requirement for knowledge and experience gained in a non-certificated flight school.

(3) The amount of credit for previous training allowed, whether received from an FAA-approved school or other source, must be placed in the student's enrollment record at the time of enrollment.

(4) Transferred documentation must be made a part of the receiving school's permanent record.

(5) When a student transfers from one FAA-approved school to another, or terminates training for any reason, the student must be given, upon request, a transcript of the results of the student's participation in that course of training. This transcript should be signed by the chief instructor of the course and should consist of at least the following:

(a) The name of the school that gave the training, including the school's certificate number, if applicable;

(b) The kind of training given (dual, solo, ground school, ground trainer, time, etc.);

(c) The course or courses taken;

(d) The result of each stage and final test given;

(e) A statement that the student was enrolled in that school's approved course of training before receiving the instruction and training that is certified.

C. Graduation Certificate - Cross-Country Statement. Appendix A, paragraph 4, of FAR Part 141 requires a student to meet certain cross-country experience requirements with specific minimum distances prescribed for certain flights. In consideration of schools located on islands where the required cross-country flights cannot be made safely, paragraph 4 excepts these schools consistent with the provisions of FAR § 61.111.

(1) This section contains certain provisions for limited certification of airmen trained in schools located on islands where cross-country flights cannot be accomplished without flying over water more than 10 nautical miles from the nearest shoreline. However, if other airports are available that permit civil operations, and to which flights may be made without flying over water for more than 10 nautical miles, the school must show that its students have completed two round-trip solo flights between the airports that are farthest apart. Since any limitation on cross-country training received by a graduate of a private pilot certification course is important for the purpose of certification under FAR § 61.111, it is necessary that the school indicate whether the graduating student meets the full cross-country requirements or those applicable to pilot schools on small islands.

(2) For the purpose of meeting this requirement, a graduation certificate should bear a statement that the student has met either the cross-country requirements of Appendix A, paragraph 4(b)(1) or Appendix A, paragraph 4(b)(2) or FAR Part 141,

whichever applies. A pilot certificate issued to graduates of a pilot school that applies under the provisions of Appendix A, paragraph 4(b)(2) must contain the limitations prescribed under FAR § 61.111.

D. Training Records. Each pilot school and provisional pilot school must keep accurate and current records of each student's participation and accomplishments in an approved course.

(1) A student's personal logbook is not considered an acceptable record under FAR § 141.101.

(2) For each student the training record should include:

(a) the date of the student's enrollment;

(b) a chronology of the student's attendance, subjects, and flights;

(c) the names and grades of any tests taken; and

(d) the date of graduation, termination of training, or transfer.

(3) The record should also show the credit allowed for a student transferring from another school, if applicable.

(4) Whenever a student graduates, terminates training, or transfers, the record must be certified by the chief instructor.

(5) Pilot schools must retain each student's record for at least 1 year from the date the student graduates, terminates a course, or transfers to another school.

(6) On a student's request, a pilot school must make a copy of a student's record available to the student. The pilot school must also permit the FAA to view any or all student records upon request.

19. RENEWAL, AMENDMENT, CANCELLATION.

A. Renewal. A pilot school or provisional pilot school certificate, and any associated ratings or examining authority on that certificate, expires at the end of the 24th month after the month it was issued.

(1) Application for renewal of an Air Agency Certificate must be made at least 30 days before the certificate expires.

(a) Application is made by submitting two copies of FAA Form 8420-8, Application for Pilot School Certificate, completed as shown in figure 141-5.

(b) A school may apply for the renewal of any or all ratings it holds, or it may apply for the addition of a new rating.

(c) Examining authority should be renewed at the same time the school certificate is renewed.

(2) A school must meet the same requirements for renewal as for original certification. Therefore, upon the receipt of an application for the renewal of a school certificate, the jurisdictional FSDO should conduct the same evaluation of qualifications and inspection of facilities as required for original certification. However, if the FSDO is very familiar with the school's operation or has recently inspected it, there may be no need for an extensive reinspection nor for re-examination of instructors. The FSDO always has the option of a full inspection.

(3) When all requirements are met, a new FAA Form 8000-4 is issued and is valid for an additional 24 calendar months. The original certificate number is reissued except that a provisional pilot school's number must have the type element changed from "V" to "S." (See volume 2, chapter 203 of this handbook.)

(a) If a pilot school (as defined in the FAR) does not meet the recency of training requirements of FAR 141.5(b) at the time of renewal, the FSDO issues a new certificate for a provisional pilot school. The type element in the certificate number is changed from "S" to "V." A school with examining authority loses that examining authority when downgraded to a provisional school.

(b) If after another renewal period (24 calendar months), the school still does not meet the requirements of FAR § 141.5(b), the school must wait a period of 6 months before reapplying for certification as a provisional school. All training conducted during that 6 months must meet the requirements of FAR Part 61, including passing knowledge and practical tests for certificates or ratings.

(4) In the event any requirement for a specific rating or approved course of training is not met, the ratings for all requirements that are met may be renewed and a new certificate issued bearing only these ratings.

(a) If renewal of a rating is denied or a course of training does not meet the appropriate requirements, the applicant is notified in writing of the reasons for the denial of the rating.

(b) In addition, the school must be advised, in writing, to discontinue instructing any course of training in question until appropriate changes are made

and the courses again meet the requirements of FAR Part 141 (figure 141-6).

(5) If there are no changes to the List of Approved courses at the time of renewal, there is no need to reissue the list. However, if courses are added or deleted at the time of renewal, a new list of approved courses is issued. If a school has examining authority and is downgraded to a provisional school, the list of approved courses must be reissued with the indication of examining authority removed from the appropriate courses.

B. Amendment. Application for amendment of an air agency certificate is made to the jurisdictional FSDO. Amendment can also be initiated by the FAA under Title 49 of the United States Code (49 USC) and FAR Part 13.

(1) Application for the approval of a course of training that results in the addition of a rating to an Air Agency Certificate is made by submitting two copies of FAA Form 8420-8 with "amendment" checked as shown in figure 141-7, along with two copies of the course of training and a cover letter requesting approval of the course.

(a) After review of the course, an inspection of the school's facilities and personnel should be made, as necessary, to ensure that training can be conducted in accordance with the proposed course, before it is approved.

(b) If the school inspection is satisfactory, a new Air Agency Certificate bearing the new ratings will be issued, along with an amended list of approved courses. The amended certificate should bear the original number, the original expiration date, and the reissue date.

(2) An application for the deletion of a rating from an Air Agency Certificate may be accepted in the form of a letter from the certificate holder.

(a) Such a letter must be signed by a person authorized to sign for the school such as the person who signed the original application or a person in a similar position in the school.

(b) No inspection is required for deletion of a rating.

(c) The FSDO issues a new certificate bearing the original number, the original expiration date, and a reissue date. The deleted rating is omitted from the certificate. The old certificate should be retained in the FSDO school file for 2 years.

(3) A change in the ownership of a pilot school does not terminate that certificate if the new owner applies for an appropriate amendment to the certificate

by submitting two copies of FAA Form 8420-8 within 30 days after the date the change in ownership occurs. The new ownership may not involve a change in the facilities, instructor personnel, or training course.

(4) A change of ownership involving a change in the school facilities, instructor personnel, or training courses terminates the school certificate. The school may be issued another certificate when it demonstrates that it meets all the requirements for original certification.

(5) When a certificated school changes its name only, and the name change involves no change in ownership, facilities, instructor personnel, or training courses, a new certificate is issued in the new name, bearing the same certificate number, ratings, and original expiration date. An inspection is not required under such circumstances.

(6) An application for an amendment to a previously approved special curriculum or TCO is made by submitting two copies of the curriculum or outline pages to be amended to the jurisdictional FSDO.

(a) Each proposed amendment should be accompanied by a cover letter explaining the basic changes, the intent, and requesting FAA approval.

(b) Approval or disapproval is accomplished in the same manner as the original approval or disapproval.

(c) If a certificate amendment requires an inspection of the aircraft to be used, all specialties should sign FAA Form 8420-8 under "recommendations of inspectors."

C. Cancellation. An air agency certificate can be cancelled by the school or by the CHDO as the

result of actions taken under 49 USC and FAR Part 13.

(1) The air agency certificate may be suspended or revoked by the jurisdictional FSDO on any grounds that would be a cause for denying an application for the original certificate. In such a case the certificate must be surrendered to the FAA in a manner prescribed by the regional counsel.

(2) The holder of an Air Agency Certificate may request cancellation of the certificate or any rating at any time. The request should be submitted in writing to the jurisdictional FSDO, accompanied by the Air Agency Certificate to be cancelled. The request must be signed by the person or persons authorized to sign for the certificate holder.

(a) If there is no violation action pending or contemplated against the school, the FSDO may accept the certificate for cancellation.

(b) If enforcement action is pending or contemplated, the applicant should be advised that acceptance for cancellation must await the decision of the regional counsel and that the school will be notified of the action taken. The school's request should then be forwarded to the regional counsel's office with a summary of the circumstances it was submitted under. Cancellation should be effective only after clearance is received from that office.

(3) In the event a request for the surrender of a rating or ratings on an Air Agency Certificate is accepted, a new certificate should be issued bearing the ratings that remain valid and the original expiration date.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of Federal Aviation Regulations (FAR) Part 141, Federal Aviation Administration (FAA) policies, and qualification as an aviation safety inspector (ASI) (operations).

B. Coordination. This task may require coordination with the airworthiness unit; the Operational Systems Branch, AFS-620; the Operations Support Branch, AFS-630; and possibly the National Simulator Team.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 11, 61, 91, 97, and 141
- Advisory Circular (AC) 120-40, Airplane Simulator and Visual System Evaluation
- AC 141-1, Certification of Pilot Schools
- AC 141-2, Written Tests Prepared By Pilot Schools With Examining Authority

B. Forms.

- FAA Form 1360-33, Record of Visit, Conference, or Telephone Call
- FAA Form 8000-4, Air Agency Certificate (figure 141-13)
- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet
- FAA Form 8420-8, Application for Pilot School Certificate (figures 141-2, 141-5, 141-7, and 141-10)

C. Job Aids.

- Sample letters and figures
- FAR Part 141 Certification Job Aid, (figure 141-16)
- FAR Part 141 Schedule of Events (figure 141-17)
- FAR Part 141 Certification Process Flow Chart (figure 141-19)

5. PREAPPLICATION PHASE PROCEDURES.

A. Initial Inquiry. Upon initial inquiry from an applicant, determine the following:

(1) the identity of applicant and address of the principal base of operations;

(2) any intended satellite base;

(3) the type of ownership (private, corporate, etc.);

(4) the proposed curricula;

(5) the types of aircraft;

(6) the intended chief flight instructor and that instructor's experience level;

(7) the possible use of ground training devices (GTD);

(8) the possible use of commercially produced syllabi;

(9) if the operator intends to request examining authority for renewing or amending only;

(10) if the operator intends to use contract training.

B. Applicant Resources. Ensure the applicant has current copies of FAR Parts 61, 91, and 141 and AC's 141-1 and 141-2. If there is any question, explain:

(1) the general applicability and definition of terms;

(2) the certification requirements;

(3) the operating rules of FAR Part 141;

(4) the required records and reports.

C. Program Tracking and Reporting Subsystem (PTRS). Open PTRS file.

D. Letter of Intent. Request a letter of intent from the applicant. (See paragraph E following for content of letter of intent and figure 141-8 for a sample.)

E. FSDO Review of Letter of Intent. Within 30 working days of the FAA's receipt of a letter of intent, review it to determine that it provides sufficient information for the certification process to continue. The letter of intent should contain the following:

(1) a statement of intent to become an approved pilot school under FAR Part 141;

(2) the company legal name and any d/b/a's, principal operations base address, primary airport address, mailing address (if applicable), and telephone numbers;

(3) the makes and models of aircraft, how many of each, and N-numbers;

(4) the estimated date when operations will begin;

(5) the training courses to be offered;

(6) the name and qualifications of the proposed chief flight instructor and any assistant chief flight instructors;

(7) the intent to use simulators/training devices;

(8) the intent to use personal computers for knowledge testing (for examining authority only); and

(9) three, three-letter designators (in order of preference).

F. Application. Based on the review of the letter of intent, if the applicant appears to meet the basic eligibility requirements, give the applicant at least three copies of FAA Form 8420-8.

(1) Discuss how to complete these forms. Advise the applicant to review AC 141-1 and the FAR before completing and returning the application to the jurisdictional FSDO.

(2) Advise applicant to submit the original and copies with original signatures.

(3) Explain the certification process to the applicant, including the requirements for:

(a) the Preapplication Phase;

(b) the Formal Application Phase;

(c) the Document Compliance Phase;

(d) the Demonstration and Inspection Phase; and

(e) the Certification Phase.

G. Preapplication Meeting.

(1) Determine if a preapplication meeting is necessary based on the following considerations about the applicant:

(a) any previous FAR Part 141 operating experience;

(b) the size and scope of operation;

(c) the area of operation; and

(d) the applicant's apparent ability to comply with requirements.

(2) If a preapplication meeting is not necessary, schedule a date and time for a formal application meeting.

(3) If a preapplication meeting is necessary, schedule a date and time. At the meeting discuss:

(a) the area of operation (primary airport and any satellite bases);

(b) the operation as an individual, corporation, or partnership;

(c) any previous experience with FAR Part 141 operations;

(d) the categories and classes of aircraft to be used in training courses;

(e) the number and types of training courses to be offered;

(f) the possible need for any waivers or exemptions;

(g) the qualifications and experience of instructors;

(h) the applicability of FAR Parts 61, 91, and 141;

(i) AC 141-1 and, if appropriate, AC 141-2; and

(j) any previous or pending enforcement actions against the applicant or proposed personnel.

H. Establish a FSDO Working File. This file will form the basis for the eventual operator file if certification is successful. Place any correspondence, documents, etc., in this file.

I. Other FSDO Actions. Follow office procedures to contact the Enforcement Information System (EIS) and Accident/Incident Data Subsystem (AIDS) to determine the applicant's enforcement and accident history as well as that of the proposed chief flight instructors and any other proposed management personnel.

(1) If a certificate suspension or revocation is in effect, 1A1Ainform 1A1Athe 1Aapplicant 1Ain 1Awriting 1A1A (figure 141-9) that until the enforcement action is fulfilled, the applicant is ineligible for certification.

(2) Place the EIS/AIDS output in the file.

J. Terminating the Preapplication Phase. This ends the preapplication phase. The formal application phase begins with the receipt of the completed application form.

7. FORMAL APPLICATION PHASE PROCEDURES.

Within 30 working days of receiving an application, the certification team should review it and determine whether it is of sufficient quality to proceed with certification.

A. *Application Review.* Review the application only to determine if it is of sufficient quality to continue with certification (i.e., the applicant supplied enough information on the application and/or letter of intent). Review it in-depth during the document compliance phase. An example of a properly completed application for an initial certification is shown in figure 141-10.

B. *Application Not Complete or Not Accurate.* If the application is not complete or not accurate, notify the applicant in writing (figure 141-11) of changes needed before certification can continue. Return the application for any necessary corrections.

C. *Need for Formal Application Meeting.* Determine if the optional formal application meeting is necessary.

(1) If a formal application meeting is not necessary, schedule the certification inspections. Review the procedures required during the demonstration and inspection phase with the applicant.

(2) If a formal application meeting is necessary, schedule a date and time.

D. Formal Application Meeting.

(1) Discuss the items that would have been covered in a preapplication meeting, if none was conducted.

(a) the application;

(b) the schedule of events, if applicable;

(c) the TCO's and syllabi;

(d) the personnel, aircraft, and facility requirements;

(e) the simulator/training device approval requirements;

(f) an inspection of facilities related to any contractual training agreements;

(g) the FAR 141.23, Advertising Limitations.

(2) Discuss any discrepancies in the application and their corrective actions.

(3) Discuss the requirements that must be met during the demonstration and inspection phase.

E. *Terminating the Formal Application Phase.* This completes the formal application phase. The next phase is the document compliance phase.

9. DOCUMENT COMPLIANCE PHASE PROCEDURES. After accepting the application,

the team assures each document is complete and correct through an in-depth review.

A. *Document Review.* The certification team evaluates the following items.

(1) Check the application. (Note that the blocks on the application are not numbered.) Check that the application contains the following information (beginning with upper left corner):

(a) the legal name and any appropriate d/b/a's of the proposed school, telephone number, address of the principal business office, location of the main operations base, and the location of any satellite bases.

(b) whether the application is for original issuance, approval of satellite base, or change of name or ownership. Appropriate boxes should be marked for issuance, renewal, or amendment of the certificate.

(c) an indication of the training courses that approval is sought for. Check the space provided on the reverse of the form for additional courses.

(d) the application is signed and dated in the last section by the applicant or authorized officer (original signatures on each application form).

(i) An application from a person acting as an individual should be signed by that person.

(ii) An application from a partnership should be signed by all partners.

(iii) An application from a corporation should be signed by an officer who is authorized by the corporation by-laws and certified by the corporate secretary.

(iv) An application from a company, club, or association should be signed by the president or other such officer or director as authorized by the organization's secretary.

(e) The next section is for FAA use only. Check that the applicant did not mark it.

(2) Check the qualifications of all proposed chief flight instructors and assistant chief flight instructors for each course that approval is sought for and the qualifications of all other instructors. See FAR §§ 41.35, and 141.85.

(a) If not already accomplished, following office procedures, contact EIS to determine the chief flight instructor's, assistant chief flight instructor's, and other instructors' enforcement, accident, and incident histories.

(b) Verify employment history pertaining to FAR Parts 61 and 141, and other related aviation experience.

(3) Evaluate the training course outlines (TCO). (See volume 2, chapter 142 of this handbook.)

(4) Evaluate any commercially developed training syllabi:

(a) Ensure that the school fully understands the objectives and standards of the commercially developed syllabi.

(b) Ensure that the school can actually give the training in the manner described in the syllabus.

(c) Ensure that the syllabus contains all required pilot operations for the related course.

(d) Ensure that the syllabus and related training aids are on a current revision schedule.

(5) Evaluate the special curricula.

(a) Determine that the minimum flight training time shown in a syllabus meets the same ratio of FAR Part 61 flight experience requirements as in Appendix A through D, appropriate to the rating sought.

(b) Determine the appropriate ground and flight training minimum times by selecting the appropriate FAR Part 141 appendix and determining the ratio of the appropriate appendix of FAR Part 61 to FAR Part 141.

(c) Determine whether minimum times are based on the same ratio of ground training to flight training as depicted in the appropriate Appendix A through D.

(d) Determine by examination that the objectives, content, and completion standards are not less than those contained in the appropriate practical test standards.

(6) Check the aircraft checklists, minimum equipment lists, safety practices and procedures, etc., when applicable. (See FAR §§ 141.75, 141.95, 91.30, and 91.33.)

(7) Check the graduation certificates required by FAR § 141.95 to ensure that they contain at least the information indicated in FAR § 141.95(b)(1) through (7).

(8) Ensure that the applicant can track enrollment information, i.e., that the student was enrolled in the school's approved course of training before receiving the instruction and training that is certified.

(9) Review the maintenance program (airworthiness).

B. Unsatisfactory Items. If there are any unsatisfactory items, advise the applicant in writing that they must be corrected before certification can continue.

(1) Place a reasonable time limit on when the corrections must be completed.

(2) If the applicant does not respond within 90 days of the time limit, send the entire application package back to the applicant with a cover letter stating that the certification process is terminated.

(3) Put appropriate work entry in PTRS.

C. Terminating the Document Compliance Phase. When all documents are satisfactory, conclude the document compliance phase and arrange scheduling for the demonstration and inspection phase.

11. DEMONSTRATION AND INSPECTION PROCEDURES. During the demonstration and inspection phase the team shall ensure the following steps are accomplished:

A. Conduct Chief Flight Instructor Practical Tests. Administer practical test to the chief flight instructors and any assistant chief flight instructors. (See volume 2, chapter 143 of this handbook.)

B. Record Keeping Requirements. Inspect the applicant's record keeping system for compliance with FAR §§ 141.67, 141.77, 141.85, 141.93, 141.95, and 141.101.

C. Inspect Aircraft. The aircraft conformity inspection is conducted by the airworthiness inspector. Operations inspectors may examine each aircraft for the requirements of FAR § 141.75(a).

D. Conduct a Base Inspection. See volume 2, chapter 144 of this handbook.

E. Inspect Satellite Bases. See volume 2, chapter 144 of this handbook, and FAR § 141.91.

F. Inspect Ground Trainers, Training Aids, and Other Equipment. See FAR §§ 141.41 and 141.45. If a simulator must be approved, contact the National Simulator Team, AFS-205.

G. Terminating the Demonstration and Inspection Phase. When all demonstrations and inspections are complete, the demonstration and inspection phase is concluded.

(1) If any demonstrations are unsatisfactory, advise the applicant immediately of corrective actions. If necessary, confirm the discrepancies in writing (figure 141-12). Reschedule the inspections accordingly.

(2) When all demonstrations and inspections are satisfactory, proceed with the certification phase.

13. CERTIFICATION PHASE PROCEDURES. When all certification requirements have been met, obtain an air agency certificate number. (See volume 2, chapter 203 of this handbook.)

A. Complete Inspection Reports and Job Aids.

(1) On the application, in the section marked “For FAA Use Only,” indicate approval, provisional pilot school or pilot school, effective date of the certificate, and expiration date of the certificate. If the task was a renewal or amendment to a certificate, indicate which. Make any necessary comments and sign the application. Have the FSDO manager sign and date the application.

(2) Ensure all items on the certification/inspection job aid are resolved. Initial the job aid and place in the FSDO file.

B. Prepare and Issue the Air Agency Certificate. Use FAA Form 8000-4 (figure 141-13).

(1) Enter the certificate holder’s full legal name directly below the words “This certifies that...” Show other names (such as “doing business as”) on the certificate. If necessary, list d/b/a’s on a separate, attached letter (figure 141-14).

(2) Enter the address of the certificate holder’s base of operations directly below the certificate holder’s name. Use a post office box address only if the address reflects the physical location of the base of operations.

(3) Enter the certificate number, as obtained in volume 2, chapter 203 of this handbook, on the certificate.

(4) Enter the date all requirements for certification are met.

(5) Enter the four-character, alphanumeric designator and city and state of the jurisdictional FSDO into the “Issued at” space of the form (for example, EA18, Richmond, VA).

(6) Submit the certificate to the FSDO manager for signature.

(a) Use the full title of the person signing the certificate.

(b) Enter the acronym of the region, the FSDO acronym and number in the “region/office” space (for example, WP FSDO 04).

C. Prepare List of Approved Courses. Prepare a list of approved courses (figure 141-4) and issue with the air agency certificate.

D. Certificate Denial. If any certification requirement is not met, issue a letter of denial (figure 141-15). Specify reasons for denial. On the application, in the section “For FAA Use Only,” indicate disapproval. Make any necessary comments and sign. Have the FSDO manager sign and date the application.

E. Certification Report. Assemble a certification report containing the following:

- (1) a copy of the letter of intent, if applicable;
- (2) a certification job aid (figure 141-16);
- (3) the application;
- (4) the schedule of events (figure 141-17);
- (5) a copy of the Air Agency Certificate issued; and
- (6) a summary of any difficulty encountered during certification and its resolution.

F. Minimum Equipment List (MEL). Issue a letter of authorization to operate with an MEL, if applicable (see volume 2, chapter 58 of this handbook).

G. Vital Information Subsystem (VIS). Enter all appropriate information in the Vital Information Subsystem Air Agency Basic File. (See volume 2, chapter 205 of this handbook.)

H. FSDO File. The CPM shall ensure an official office file is established after certification is complete. The file shall contain at least the following:

- (1) the material from any working file used up to this point, including the TCO and syllabi;
- (2) the certification report and attachments;
- (3) the EIS/AIDS profile on applicant and personnel, including a negative report, if applicable;
- (4) the approved MEL’s, if applicable;
- (5) the surveillance reports; and
- (6) all general correspondence relevant to the school or the FAA.

I. PTRS. Make final PTRS work entry for this task.

15. TASK OUTCOMES. Completion of the task results in either:

A. A certificate issued that authorizes operations under FAR Part 141.

B. A record on file consisting of the following:

(1) written notification to the applicant denying the certificate;

(2) indication of the return of all documents to the applicant.

C. A letter to the applicant confirming termination of the certification process per the applicant's request (figure 141-18).

17. FUTURE ACTIVITIES.

A. *Develop Postcertification Plan. When developing a postcertification plan, perform additional*

surveillance or inspections during the first 90 days the organization is in business. This may require assistance from other FSDO's.

B. *Conduct Surveillance.* According to the established postcertification program, conduct surveillance at appropriate intervals.

C. *Renewal of Certificate.* Conduct a renewal certification every 2 years.

D. *Amendment of Certificate.* Amend the Air Agency Certificate at the operator's request or the FAA's determination.

FIGURE 141-1
LETTER DISAPPROVING A SPECIAL CURRICULUM OR TCO

FAA Letterhead

[*date*]

[*applicant's name and address*]

Dear [*name*]:

We are unable to approve your [*name of course*] training course outlines (TCO) [*or special curriculum*] for the following reasons:

[*list reasons*]

All other TCO's [*and/or special curricula*] have been approved and are reflected in your list of approved courses. If you wish to continue to seek approval for the above course [*or special curriculum*], you may reapply when appropriate corrections have been made.

Sincerely,

[*principal operations inspector's signature*]

FIGURE 141-2
FAA FORM 8420-8, APPLICATION FOR PILOT SCHOOL CERTIFICATE



US Department
of Transportation

Federal Aviation
Administration

APPLICATION FOR PILOT SCHOOL CERTIFICATE

Form approved: OAS No. 2120-0009
Use Expires March 1995

APPLICANT - Read submittal and signature instructions on reverse.

CERT. For FAA Use only
NO.

NAME OF SCHOOL Carolyn S. Brannon d/b/a Brannon Aviation	TELEPHONE NO. 	ADDRESS OF PRINCIPAL BUSINESS OFFICE 13206 Poplar Tree Rd., Fairfax. VA.
LOCATION OF MAIN OPERATIONS BASE Fairfax Airport, Fairfax, VA.	LOCATION OF SATELLITE BASE(S) Centerville Municipal Airport, Centerville, VA	
APPLICATION IS HEREBY MADE FOR: <u>Approval of Satellite Base</u>		
<input type="checkbox"/> Issuance of a Pilot School Certificate and associated ratings to conduct the training courses identified below, and for the approval of these courses (three copies of each course outline are attached); also, examining authority is requested for the courses appropriately checked.		
<input type="checkbox"/> Renewal of Pilot School Certificate and associated ratings currently numbered _____ which expires on _____ <input type="checkbox"/> without changes to the currently approved course outlines. <input type="checkbox"/> with addition of course(s) identified below for which approval is requested (three copies of each course outline is attached), including request for examining authority for the course(s) appropriately checked; <input type="checkbox"/> with deletion of course(s) identified below from the curriculum.		
<input type="checkbox"/> Amending the current Pilot School Certificate and associated ratings numbered _____, which expires on _____ <input type="checkbox"/> by adding the course(s) identified below for which approval is requested (three copies of each course outline are attached), including request for examining authority where appropriately checked; <input type="checkbox"/> for deletion of the course(s) identified below from the curriculum.		
IDENTIFICATION OF TRAINING COURSES <small>NOTE: Where examining authority for a course is desired, place an 'X' in the box adjacent to the course identification.</small>		
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
(If more space is needed, continue on reverse in space provided)		
I (WE) certify that I am (we are) familiar with Part 141 of the Federal Aviation Regulations, and, to the best of my (our) knowledge, believe that my (our) school meets the requirements for certification as prescribed therein.		
Nov. 1, 1989 <small>Date</small>		<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <i>Carolyn S. Brannon</i> Signature(s) Carolyn S. Brannon Owner </div>
FOR FAA USE ONLY		
<input checked="" type="checkbox"/> APPROVED - <input type="checkbox"/> a Provisional Pilot School Certificate <input type="checkbox"/> a Pilot School Certificate, either with _____ <input type="checkbox"/> DISAPPROVED associated ratings bearing the number shown above is issued effective _____ and which expires on _____		
<input type="checkbox"/> without amendments <input type="checkbox"/> with amendments <input type="checkbox"/> Amendments		
Signature of <i>Donal L. Jones</i> Donal L. Jones	TITLE Supervising Inspector	DATE Jan. 29, 1990

FIGURE 141-3
LETTER DENYING SATELLITE BASE

FAA Letterhead

[*date*]

[*applicant's name and address*]

Dear [*name*]:

We are unable to approve your application for a satellite base at [*location*] for the following reasons:

[*list reasons*]

When you feel your organization meets the certification requirements for a satellite base, you may reapply to this office.

Sincerely,

[*principal operations inspector's signature*]

FIGURE 141-4
SAMPLE LIST OF APPROVED COURSES

FAA Letterhead

[*date*]

[*name and address of school*]

Dear [*name*]:

[*name of school*] is authorized under Air Agency Certificate No. [*certificate number*] to conduct the following courses of training:

Private Pilot Certification

Airplane Single Engine Land
Airplane Single Engine Sea
Rotorcraft Helicopter

Additional Aircraft Rating

Airplane Single Engine Sea
Airplane Multiengine Land
Rotorcraft Helicopter
Lighter-Than-Air Airship

Instrument Rating

Airplanes
Helicopter

Flight Instructor Certification

Airplane Single Engine
Instrument Airplane

Additional Flight Instructor Rating

Airplane
Instrument Airplane

Rotorcraft External Load Operations

This list of approved courses expires on [*date*], unless superseded, surrendered, suspended, or revoked.

Sincerely,

[*FSDO manager's signature*]

FIGURE 141-5
FAA FORM 8420-8, FILLED OUT FOR RENEWAL



US Department
of Transportation
**Federal Aviation
Administration**

APPLICATION FOR PILOT SCHOOL CERTIFICATE

Form approved: OMB No. 3130-0008
Use Expires March 1995

APPLICANT - Read submittal and signature instructions on reverse

CERT. For FAA Use only
NO.

NAME OF SCHOOL Carolyn S. Brannon d/b/a Brannon Aviation		TELEPHONE NO.	ADDRESS OF PRINCIPAL BUSINESS OFFICE 13206 Poplar Tree Road, Fairfax, VA.
LOCATION OF MAIN OPERATIONS BASE Fairfax Airport, Fairfax, VA.		LOCATION OF SATELLITE BASE(S) Centerville Airport	
APPLICATION IS HEREBY MADE FOR:			
<input type="checkbox"/> Issuance of a Pilot School Certificate and associated ratings to conduct the training courses identified below, and for the approval of these courses (three copies of each course outline are attached); also, examining authority is requested for the courses appropriately checked.			
<input checked="" type="checkbox"/> Renewal of Pilot School Certificate and associated ratings currently numbered CSB-S-025-A which expires on 11/30/89 . <input type="checkbox"/> without changes to the currently approved course outlines. <input type="checkbox"/> with addition of course(s) identified below for which approval is requested (three copies of each course outline is attached), including request for examining authority for the course(s) appropriately checked; <input type="checkbox"/> with deletion of course(s) identified below from the curriculum.			
<input type="checkbox"/> Amending the current Pilot School Certificate and associated ratings numbered _____, which expires on _____. <input type="checkbox"/> by adding the course(s) identified below for which approval is requested (three copies of each course outline are attached), including request for examining authority where appropriately checked; <input type="checkbox"/> for deletion of the course(s) identified below from the curriculum.			
IDENTIFICATION OF TRAINING COURSES			
NOTE: Where examining authority for a course is desired, place an 'X' in the box adjacent to the course identification.			
<input checked="" type="checkbox"/>	Private Pilot	<input type="checkbox"/>	
<input type="checkbox"/>	Private Test Course	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Instrument Rating	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Commercial Pilot	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
(If more space is needed, continue on reverse in space provided)			
I (WE) certify that I am (we are) familiar with Part 141 of the Federal Aviation Regulations, and, to the best of my (our) knowledge, believe that my (our) school meets the requirements for certification as prescribed therein.			
Signature(s) and Title(s)		<i>Carolyn S. Brannon</i> Carolyn S. Brannon	
		Owner	
Date 10/31/89			
FOR FAA USE ONLY			
<input type="checkbox"/> APPROVED - <input type="checkbox"/> a Provisional Pilot School Certificate <input type="checkbox"/> a Pilot School Certificate, either with associated ratings bearing the number shown above is issued effective _____ and which expires on _____. <input type="checkbox"/> DISAPPROVED			
<input type="checkbox"/> Renewal <input type="checkbox"/> without amendments <input type="checkbox"/> with amendments <input type="checkbox"/> Amendments			
SIGNATURE OF APPROVING OFFICIAL		TITLE	DATE

FAA FORM 8420-8 (1-82)

Recommendations of Inspector(s) on reverse

FIGURE 141-6
NOTICE OF COURSE CANCELLATION

FAA Letterhead

[*date*]

[*applicant's name and address*]

Dear [*name*]:

After reviewing your application for renewal of your pilot school certificate and conducting the appropriate inspection, we require that you cease [*name of course*] training immediately for the following reasons:

[*list reasons*]

Failure to cease [*name of course*] training shall result in enforcement action against your certificate.

All other courses of training and pilot school ratings inspected at the time of renewal were acceptable, and you may continue to conduct training under them. When you feel that your organization meets the certification requirements for [*name of course*], you may apply for reinstatement of the course.

Sincerely,

[*principal operations inspector's signature*]

FIGURE 141-7
FAA FORM 8420-8, FILLED OUT FOR AMENDMENT



U.S. Department
of Transportation
**Federal Aviation
Administration**

APPLICATION FOR PILOT SCHOOL CERTIFICATE

Form approved: OMB No. 2120-0008
Use Expires March 1985

APPLICANT - Read submittal and signature instructions on reverse.		CERT. For FAA Use only NO
NAME OF SCHOOL Carolyn S. Brannon d/b/a Brannon Aviation	TELEPHONE NO.	ADDRESS OF PRINCIPAL BUSINESS OFFICE 13206 Poplar Tree Road, Fairfax, VA.
LOCATION OF MAIN OPERATIONS BASE Fairfax Airport, Fairfax, VA.	LOCATION OF SATELLITE BASE(S) Centerville Airport	
APPLICATION IS HEREBY MADE FOR:		
<input type="checkbox"/> Issuance of a Pilot School Certificate and associated ratings to conduct the training courses identified below, and for the approval of these courses (three copies of each course outline are attached); also, examining authority is requested for the courses appropriately checked.		
<input type="checkbox"/> Renewal of Pilot School Certificate and associated ratings currently numbered _____, which expires on _____, <input type="checkbox"/> without changes to the currently approved course outlines, <input type="checkbox"/> with addition of course(s) identified below for which approval is requested (three copies of each course outline are attached), including request for examining authority for the course(s) appropriately checked; <input type="checkbox"/> with deletion of course(s) identified below from the curriculum.		
<input checked="" type="checkbox"/> Amending the current Pilot School Certificate and associated ratings numbered CSB-S-025-J , which expires on _____, <input type="checkbox"/> by adding the course(s) identified below for which approval is requested (three copies of each course outline are attached), including request for examining authority where appropriately checked; <input type="checkbox"/> for deletion of the course(s) identified below from the curriculum.		
IDENTIFICATION OF TRAINING COURSES		NOTE: Where examining authority for a course is desired, place an "X" in the box adjacent to the course identification.
<input type="checkbox"/> Agricultural Aircraft Operations	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
(If more space is needed, continue on reverse in space provided)		
I (WE) certify that I am (we are) familiar with Part 141 of the Federal Aviation Regulations, and, to the best of my (our) knowledge, believe that my (our) school meets the requirements for certification as prescribed therein.		
10/31/89 <small>Date</small>	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <small>Signature(s) and Title(s)</small> </div> <div style="border-left: 1px solid black; padding-left: 10px;"> <div style="text-align: center;"> Carolyn S. Brannon Owner </div> </div> </div>	
FOR FAA USE ONLY		
<input type="checkbox"/> APPROVED - <input type="checkbox"/> a Provisional Pilot School Certificate <input type="checkbox"/> a Pilot School Certificate, either with associated ratings bearing the number shown above is issued effective _____ and which expires on _____		<input type="checkbox"/> DISAPPROVED
<input type="checkbox"/> Renewal <input type="checkbox"/> without amendments <input type="checkbox"/> with amendments		<input type="checkbox"/> Amendments
SIGNATURE OF APPROVING OFFICIAL	TITLE	DATE

FAA FORM 8420-8 (1-87)

Recommendations of Inspector(s) on review:

FIGURE 141-8
SAMPLE LETTER OF INTENT

RUTHIE'S FLYING SCHOOL
888 CHANDELLE CIRCLE
BELLVILLE, IL 35454
(312) 555-1212

March 15, 1990

Federal Aviation Administration
Flight Standards District Office # 3
DuPage County Airport
West Chicago, IL 60185

Gentlemen:

This is to notify the Federal Aviation Administration (FAA) of our intent to become an approved pilot school under Federal Aviation Regulations (FAR) Part 141.

We are prepared to begin operations on July 1, 1990 and are ready for your certification inspection at this time. Enclosed are three copies (an original and two facsimiles) of FAA Form 8420-8. Operations will be confined to the DuPage County Airport. We plan to operate two Cessna 152's, one Cessna 172, and a Piper Comanche (PA-24-250), that meets the complex aircraft requirements for commercial pilot certification.

Courses identified on FAA Form 8420-8 will be supervised by our chief flight instructor, Mr. Robert Cartwright, holder of airline transport pilot certificate number 555121128. He meets the requirements of FAR 141.35, and his instructor resume is available for verification when you conduct your certification inspection.

Also enclosed are three copies of each training course outline for your review and approval. Our requested three letter certificate designators are EPS, ELS, and SFS, in that order of preference.

Sincerely,

Ruth Vaght
President

FIGURE 141-9
LETTER INDICATING CERTIFICATION PROCESS CANNOT CONTINUE BECAUSE OF PENDING
ENFORCEMENT ACTION

FAA Letterhead

[*date*]

[*name and address of applicant*]

Dear [*name*]:

This letter is to inform you that your application for a pilot school certificate cannot be processed because of enforcement action [*pending/taken*] against [*cite the specific certificate--airman, other air operator certificate, etc.*]. Until such time that this enforcement action is fulfilled, you are ineligible for certification.

Enclosed with this letter is a copy of your application and the training course outlines you submitted for approval.

Should you wish to discuss this matter, please contact this office at [*telephone number*].

Sincerely,

[*FSDO manager's signature*]

FIGURE 141-10
FAA FORM 8420-8, FILLED OUT FOR INITIAL CERTIFICATION



U.S. Department
of Transportation

Federal Aviation
Administration

APPLICATION FOR PILOT SCHOOL CERTIFICATE

Form approved: OMB No. 2120-0009
Use Expires March 1988

APPLICANT - Read submittal and signature instructions on reverse

CERT. For FAA Use only
NO.

NAME OF SCHOOL Carolyn S. Brannon Brannon Aviation	TELEPHONE NO.	ADDRESS OF PRINCIPAL BUSINESS OFFICE P.O. Box 123, Fairfax, VA. 13206 Poplar Tree Road, Fairfax, VA.
LOCATION OF MAIN OPERATIONS BASE Fairfax Airport, Fairfax, VA.	LOCATION OF SATELLITE BASE(S)	

APPLICATION IS HEREBY MADE FOR:

☒ Issuance of a Pilot School Certificate and associated ratings to conduct the training courses identified below, and for the approval of these courses (three copies of each course outline are attached); also, examining authority is requested for the courses appropriately checked.

☐ Renewal of Pilot School Certificate and associated ratings currently numbered _____ which expires on _____
☐ without changes to the currently approved course outlines, ☐ with addition of course(s) identified below for which approval is requested (three copies of each course outline is attached), including request for examining authority for the course(s) appropriately checked; ☐ with deletion of course(s) identified below from the curriculum.

☐ Amending the current Pilot School Certificate and associated ratings numbered _____, which expires on _____
☐ by adding the course(s) identified below for which approval is requested (three copies of each course outline are attached), including request for examining authority where appropriately checked; ☐ for deletion of the course(s) identified below from the curriculum.

IDENTIFICATION OF TRAINING COURSES

NOTE: Where examining authority for a course is desired, place an 'X' in the box adjacent to the course identification.

<input type="checkbox"/> Private Pilot	<input type="checkbox"/>
<input type="checkbox"/> Private Test Course	<input type="checkbox"/>
<input type="checkbox"/> Instrument Rating	<input type="checkbox"/>
<input type="checkbox"/> Commercial Pilot	<input type="checkbox"/>
<input type="checkbox"/> Flight Instructor	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

(If more space is needed, continue on reverse in space provided)

I (WE) certify that I am (we are) familiar with Part 141 of the Federal Aviation Regulations, and, to the best of my (our) knowledge, believe that my (our) school meets the requirements for certification as prescribed therein.

Signature(s)
and Title(s)

Carolyn S. Brannon

Carolyn S. Brannon

Owner

May 1, 1989

Date

FOR FAA USE ONLY

☒ APPROVED - ☐ a Provisional Pilot School Certificate ☒ a Pilot School Certificate, either with associated ratings bearing the number shown above is issued effective 11/15/89 ☐ DISAPPROVED
and which expires on 11/30/91

☐ Renewal ☐ without amendments ☐ with amendments ☐ Amendments

SIGNATURE OF DONALD L. JONES

TITLE
Supervising Inspector

DATE May 1, 1989

FIGURE 141-11
LETTER INDICATING APPLICATION IS NOT SATISFACTORY

FAA Letterhead

[*date*]

[*name and address of applicant*]

Dear [*name of applicant*]:

The enclosed Federal Aviation Administration (FAA) Form 8420-8, Application for Pilot School Certificate, is returned because [*cite discrepancies*].

Enclosed are three blank application forms that you may use to reapply when the above items are corrected. In order to continue the certification process, the corrected applications must be received no later than [*date, not longer than 30 days from the date of the letter*]. If we do not hear from you by that date, we shall consider the certification process terminated.

If you have any questions concerning this matter, please feel free to contact this office at [*telephone number*].

Sincerely,

[*certification project manager's signature*]

FIGURE 141-12
LETTER INDICATING DISCREPANCIES FOUND DURING INSPECTION

FAA Letterhead

[*date*]

[*name and address of school*]

Dear [*name*]:

These discrepancies were found during a Federal Aviation Regulations (FAR) Part 141 certification inspection conducted as part of your certification as an Air Agency under FAR Part 141.

- *List each discrepancy.*
- *List methods of correcting the discrepancies, if appropriate.*
- *Indicate a reasonable length of time for the corrections to be made (not to exceed 90 days from the date of the letter).*
- *Indicate that if no response is received within 90 days, the certification process will be terminated.*

Sincerely,

[*certification project manager's signature*]

FIGURE 141-13
FAA FORM 8000-4, AIR AGENCY CERTIFICATE

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Agency Certificate

Number (Enter Certificate number
obtained from AVN-120)

This certificate is issued to

(Enter name of school)
whose business address is

(Enter address of main base of operations)

*upon finding that its organization complies in all respects
with the requirements of the Federal Aviation Regulations
relating to the establishment of an Air Agency; and is
empowered to operate an approved*

(Enter the words, Pilot School
or Provisional Pilot School, as
appropriate.)

with the following ratings:

(List all ratings the school is authorized for)

This certificate, unless canceled, suspended, or revoked;

shall continue in effect (Enter, for 24 calendar months from the
date of issuance.)

By direction of the Administrator

Date issued:

(Enter date of certification) (Have district office manager sign)

**THIS CERTIFICATE IS NOT TRANSFERABLE, AND ANY MAJOR CHANGE IN THE BASIC FACILITIES, OR IN THE LOCATION THEREOF,
SHALL BE IMMEDIATELY REPORTED TO THE APPROPRIATE REGIONAL OFFICE OF THE FEDERAL AVIATION ADMINISTRATION**

Any alteration of this certificate is punishable by a fine of not exceeding \$1,000, or imprisonment not exceeding 1 year, or both

FIGURE 141-14
LETTER LISTING D/B/A'S

FAA Letterhead

[*date*]

[*Air Agency's name and address*]

Dear [*name*]:

This letter, accompanied by Air Agency Certificate No. [*number*] issued to [*legal name of school*] on [*date of issuance*], authorizes the following additional persons to exercise the privileges and limitations of the certificate.

- *List all d/b/a's.*

Sincerely,

[*FSDO manager's signature*]

FIGURE 141-15
LETTER DENYING CERTIFICATE

FAA Letterhead

[*date*]

[*name and address of applicant*]

Dear [*name of applicant*]:

Your application for a pilot school certificate is denied because of the following reasons:

- *List specific items that have not been corrected in the document compliance phase or demonstration and inspection phase within a reasonable time, i.e., not to exceed 90 from the time the applicant was notified of the discrepancy.*
- *If applicable, cite any false or fraudulent information that was provided.*
- *If applicable, indicate why TCO's were not approved.*
- *If applicable, specifically list the lack of qualifications of personnel or deficiencies in facilities and equipment.*

If you have any questions concerning this matter, please contact this office at [*telephone number*].

Sincerely,

[*FSDO manager's signature*]

FIGURE 141-16
FAR PART 141 CERTIFICATION JOB AID

NAME OF SCHOOL:	CERTIFICATION TEAM				
	Name		Specialty		
ADDRESS:	INSP. INITIAL	DATE	YES	NO	N/A
1. Initial contact handled by					
2. Letter of Intent					
3. Preapplication meeting					
4. Applicant provided resources/advised how to obtain					
5. Formal application meeting					
6. Application properly completed and submitted					
7. TCO's submitted					
a. TCO contains description of each room used for ground training					
b. TCO describes all training aids					
c. TCO describes each ground trainer/simulator used					
d. TCO lists airports at which training flights originate					
e. TCO describes minimum instructor qualifications					
f. TCO describes trainee's enrollment qualifications					
g. TCO describes each lesson's objectives and training standards					
h. TCO describes tests and checks used to measure each stage of training					
8. Verification of flight instructors' qualifications (FAR § 141.33/141.35)					
9. Chief instructor/assistant for ground school course has 1 year experience in approved school					
10. Enrollment method meets the requirements of FAR § 141.93(a)(1) - (3)					
11. Safety procedures/practices developed (FAR § 141.93(a)(3)(i) - (x))					
12. Graduation certificates appropriate (FAR § 141.95)					
13. Method for student recordkeeping (FAR § 141.101(a)(1) - (3))					
14. MEL approved					
15. School has use of aircraft appropriate for each course					
a. U.S.-registered standard category					

FIGURE 141-16—Continued
FAR PART 141 CERTIFICATION JOB AID

	INSP. INITIAL	DATE	YES	NO	N/A
b. At least two-place with full-functioning dual controls					
c. Maintained in accordance with FAR Parts 43 and 91					
d. Inspected by airworthiness inspector					
(1) Optional equipment installation					
(2) Airworthiness Directive records current					
(3) In-house or contract maintenance observed					
(4) Aircraft for IFR courses properly equipped/maintained					
e. Electronic components/communications equipment inspected (Avionics)					
f. Checklists required by FAR § 141.75					
16. Chief instructor/assistance for each course tested					
a. Knowledge test					
b. Skill test					
17. Chief instructor's method to test other instructors					
18. Pilot briefing areas (FAR § 141.43(a) and (b))					
19. Ground training facilities (FAR § 141.45)					
20. Airports					
a. Continuous use where flights originate (FAR § 141.37(a))					
b. One runway/takeoff area for normal takeoff at full gross weight (FAR § 141.37(b)(1) - (4))					
c. Wind direction indicator (FAR § 141.37(c))					
d. Traffic direction indicator (if required by FAR § 141.37(d))					
e. Permanent runway lights (if required by FAR § 141.37(e))					
21. Ground trainers					
a. Cockpit meets requirements of FAR § 141.41(a)(1)(i)					
b. Simulates rotation around three axes (FAR § 141.41(a)(1)(ii))					
c. Minimum instruments/equipment required by FAR § 91.33 (FAR § 141.41(a)(1)(iii))					
d. For VFR instruction, a means of simulating visual flight conditions (FAR § 141.41(a)(1)(iv))					
e. For IFR instruction, a means of recording flight path (FAR § 141.41(a)(1)(v))					
22. Training aids meet requirements of FAR § 141.41(b)					
23. Certificate number obtained from AVN-120					

FIGURE 141-16—Continued
FAR PART 141 CERTIFICATION JOB AID

	INSP. INITIAL	DATE	YES	NO	N/A
24. Air agency certificate prepared and issued					
25. List of approved course prepared					
26. Certification report and district office file prepared					
27. Surveillance plan developed					
28. Other					

REMARKS:

FIGURE 141-17
FAR PART 141 SCHEDULE OF EVENTS

NAME OF SCHOOL:	NAMES OF MANAGEMENT PERSONNEL				
	Name		Title		
ADDRESS:	<i>School</i> DATE READY	<i>FAA</i> DATE REC'D	<i>FAA</i> RET'D	<i>FAA</i> DATE APP'D	INSP INIT
1. Letter of Intent					
2. Application (FAA Form 8420-8)					
3. TCO's					
4. Special Curricula (if applicable)					
5. Recordkeeping procedures					
6. Enrollment method					
7. Safety procedures/practices					
8. Graduation certificates					
9. Instructors' qualifications					
10. Chief flight instructor/assistant practical test					
11. Base inspection (including satellite bases)					
12. Appropriate aircraft for each course					
13. Aircraft conformity inspections (Airworthiness)					
14. Ground trainer inspection					
15. Training aids inspection					
16. Pilot briefing areas					
17. Ground training facilities					
18. Airports					
19. Proposed date to start operations					
20. Other					

FIGURE 141-18
LETTER CONFIRMING TERMINATION OF CERTIFICATION PROCESS AT APPLICANT'S REQUEST

FAA Letterhead

[*date*]

[*name and address of applicant*]

Dear [*name of applicant*]:

This letter confirms your request to terminate the project to certificate you as an Air Agency under Federal Aviation Regulations Part 141.

All materials submitted for review are enclosed with this letter. Any attempt to reapply after the date of this letter will require re-initiating the entire certification process.

Sincerely,

[*certification project manager's signature*]